



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMEU-STU-ZA

23 JUL 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: USAG Stuttgart Command Policy Letter #20, Private Organizations

1. REFERENCES:

- a. DoD 5500.7-R, Joint Ethics Regulation
- b. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001
- c. AR 600-29, Fundraising Within the Department of the Army, 1 June 2001
- d. AE Reg. 210-22, Private Organization and Fundraising Policy, 2 December 2003
- e. USAG Stuttgart, Financial Management Division, Private Organizations Policies and Procedural Handbook

2. APPLICABILITY: The above listed references govern activities and fundraising by private organizations (POs). All POs within the Stuttgart military community must comply fully with these regulations.

3. APPLICATIONS & RENEWALS: The Commander, USAG Stuttgart, will sign all initial applications for approval. The approval authority for all PO renewals is delegated to the Director, Morale, Welfare & Recreation (DMWR).

4. FUNDRAISING:

- a. Organizations must have written approval from the Garrison Commander prior to engaging in any fundraising activity. In Stuttgart, this approval authority is also delegated to the DMWR.
- b. The approval letter must be maintained at the fundraising site at all times. In addition to the above listed regulations, POs must fully comply with the terms of the written approval. Fundraisers will be periodically inspected. Those POs that do not have the approval letter displayed, or that are not in compliance with all directives, will receive a letter of warning. Repeated violations may result in disapproval of future fundraising requests, and ultimately, their loss of status as an approved private organization.

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c. It is critical that each organization understands and complies with regulations concerning who may participate in fundraising activities. For example, military members may not participate while in uniform or on duty, and fundraising activities must be limited to individuals with SOFA status.

d. Use of Department of the Army facilities and equipment in support of fundraising activities is strictly controlled. Organizations must ensure that any necessary approval for use of facilities and equipment is obtained prior to proceeding with event planning.

e. Fundraiser Request Timeline:

(1) The requesting official must submit fundraiser requests to the local PO Coordinator at least 30 days prior to the event. If any pre-event ticket sales or advertising is required, the fundraiser request must be submitted at least 30 days prior to the date that the ticket sales or advertising is scheduled to begin.


(2) The PO Coordinator will submit requests to the legal office for review to ensure compliance with current regulations.

(3) After completion of legal review, the PO Coordinator will forward requests to the D, MWR for approval.

(4) After receiving approval, the PO Coordinator will send approval documentation to the requesting PO official.

f. An after-action report (AAR) must be submitted to the approval authority within 30 days after completion of the event.

5. Point of contact for this policy is Graham Meyer, DSN 421-2100, Fax Civ (0711)-7292738 or e-mail: graham.meyer@eur.army.mil.


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Commanding